

Job Description

Kittitas County, Washington

TITLE: **COMMUNITY HEALTH SERVICES MANAGER**
ALT. TITLE

MODIFIED 06/11/04

REPORTS TO: The CHS Manager supervises the Community Health Services division of the Department, reports to the Public Health Administrator and maintains close working relationships with all Health Department staff, public agencies, and the general public. Works under the guidance of State and Federal regulation and County policies and procedures.

DEPARTMENT: **PUBLIC HEALTH**

JOB SUMMARY:



The Manager supervises and coordinates public health services for two clinic locations in Ellensburg and Cle Elum, WA. Assists the Administrator, Health Officer, and other staff in assessing community needs and developing, managing and implementing annual and long-range Department programs to accomplish Department goals and policies. Supervises health services staff, which may include registered nurses, licensed practical nurses, nutritionists, WIC clerks and certifiers, oral health coordinator, community health workers, and psych/social workers.

CATEGORY:

Full Time

OCCUPATION CODE

2554

AFFILIATION:

Non Union

WORKWEEK BASIS:

40

STATUS:

Exempt

DRS ELIGIBILITY:

ELIGIBLE

ESSENTIAL FUNCTIONS:

The CHS Manager will be responsible but not limited to the following functions:

- Support the department mission and the vision of the administrator in carrying out that mission.
- Manage, develop, and organize the Community Health Services programs with emphasis on meeting the Public Health Standards and the implementation of quality improvement strategies.
- Manage the fiscal integrity and integration of the programs. Create linkages among programs to facilitate revenue generation and reporting. Coordinate with Administrator and management team in the development and monitoring of the departmental budget. Monitor the Consolidated Contract activities and reporting.
- Conduct regular staff meetings within the Community Health Services division and keep the administrator informed of the work of the division.
- Assume responsibility for the hiring and termination processes within the division.
- Participate in activities of the Department Management Team and support the work of the team.
- Provide input and guidance on and initiate/create departmental policies that relate specifically to the CHS division.
- Analyze data as it relates to the CHS programs; preparing reports; communicating effectively both orally and in writing to staff, Administrator, Health Officer, Environmental Health Director, and the public and represent the Department in a variety of public settings (Public Health Nursing Directors Forum, Washington State Association of Local Public Health Officials etc.).
- Organize, supervise and evaluate the work performance of staff, facilitating conflict resolution, and maintaining a positive work environment that encourages staff initiative and team participation.
- Report suspected child abuse or neglect as required by Washington State Law, RCW 26.44.030.
- Collaborate with other county, state and federal agencies with implementation of programs.
- Collaborate with co-workers and interagency staff when necessary and make independent decisions regarding clients.
- Document and maintain accurate client records for systematic follow-up, quality assurance, and legal action as necessary. Collect required statistical data for monthly reports.

- Assume a leadership role in the bioterrorism and emergency response planning and preparation within the department.
- Maintain own professional growth and development through reading, continued education, consulting with other professionals, and initiating involvement in community programs/committees.
- Prepare and submit quarterly reports to the Administrator, staff and the Board of Health.
- Supervision/leadership of communicable disease and food borne illness investigations.

OTHER FUNCTION:


MINIMUM QUALIFICATIONS:

Experience and Training Requirements

Management experience with a bachelor's degree in nursing or management experience with an AA degree in nursing from an accredited program, **OR** a bachelor's degree in a related field with a proven record of success in a management role in a community/public health/clinical setting.

Minimum two years experience as a program manager with budgeting experience.

Effective communication skills, strong organizational skills and the ability to lead people.

onstrated advanced experience with Microsoft Office Programs.

NECESSARY SPECIAL REQUIREMENTS:

and Washington State drivers license.

Ability to communicate well enough to effectively accomplish the essential functions of the job.

Vision enough to read and review detailed written reports and perform duties.

PREFERRED QUALIFICATIONS:


Master's Degree in Nursing, Public Health or related field.

Practicing nurses must have a valid license in the State of Washington.

Familiarity with Washington State Public Health system.

Experience in communicable disease investigation and/or clinical nursing.

WORKING CONDITIONS:

The work environment includes offices, vehicles, public meeting locations, medical facilities and private residences. Travel throughout the county and the local region in all seasons may be necessary. There are itions in working hours that will include occasional evening and weekend work. Regular attendance is required. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage. Employee may be required to work after hours and on weekends during county emergencies.

EPARED & REVIEWED BY:

(Must be completed with all revisions of the job description. A copy will be returned to supervisor)

Supervisor Name & Title

Date

HR Representative Name & Title

Date

PLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Name

Date